

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-324

OPENING DATE: 27 October 2006

CLOSING DATE: 27 November 2006

ANTICIPATED FILL DATE: 24 Dec 06

AMENDED DATE: 30 Oct 06

POSITION TITLE AND NUMBER

Training Technician (Exc Indef)
PDCN R1107100, MD#: 1820-83L

UNIT/ACTIVITY AND DUTY LOCATION

HQ 139th Regt, NCARNG
Ft. Bragg, North Carolina

GRADE AND SALARY (Includes Locality Pay of 15.572%)

GS-1702-07 \$36,068.00 - \$46,886.00 per annum

EMPLOYMENT STATUS

Excepted Service

Changes are in Italics

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 12 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to develop, administer and evaluate training programs.
2. Ability to secure facilities and coordinate training.
3. Ability to gather data and compile plans and reports.
4. Ability to coordinate and control testing programs.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

Announcement No ARNGT 06-324 (Cont).

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the unit of employment is mandatory. (ENL: 42, Predominant MOS of the unit or organization)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Provides technical assistance to a higher graded Training technician in the preparation and review of training directives, operation orders, mobilization plans, SOP's and readiness reporting. Reviews incoming correspondence, regulations and publications. Prepares draft correspondence for review and approval by supervisor. Procures, designs reproduces and distributes to using units a variety of training aids, map overlays and transparencies necessary for the efficient operation and training of subordinate command/units. Manages the school's program of the command. Coordinates with State Operations and Training (OT) Division to obtain quotas for personnel to attend schools (Service, NCO, Special, etc.). Monitors the expenditure of funds for attendance at schools. Insures that the applicant is eligible to attend the school requested and that all prerequisites have been met. Coordinates the Skill Qualification Training (SQT) program for the command. Provides assistance to training personnel for the command in scheduling training areas, obtaining equipment and other materials required for testing of personnel and training scorers/evaluators or test officers. Receives and forwards completed tests to higher headquarters and insures that results are promptly sent to subordinate headquarters and separate units of command. Drafts and issues circulars, directives or information bulletins which provide information and guidance for administration of the SQT program. Reviews requests for SQT material to insure that authorized quantities are not exceeded. Serves as primary point of contact for the command on Unit Status Reporting. Performs continuous analysis and refinement of Unit Status Report data to insure validity, currency, accuracy and availability to State OT Division. Responsible for the forecasting, allocation and usage of training ammunition for the command. Insures that ammunition requests submitted by subordinate units are fully justified and in keeping with personnel at USPFO for the State and State OT Division of the purpose of coordinating authorization and issuance of ammunition. Coordinates ammunition usage and requests approval for shifting of ammunition from one unit to another. Makes periodic and scheduled visits to subordinate headquarters and units evaluating their training and readiness programs. Makes decisions and/or recommendations as appropriate to correct existing deficiencies or to determine deficiencies prior to recurrence. Conducts physical security inspections. Performs a variety of supports tasks which include typing, filing, maintenance of reference library, preparation routine reports, review of school applications and security clearance requests, etc. Performs other duties assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974